

**Summary of the
NELAC Board of Directors/Committee Chairs Meeting
June 28, 1999**

The Board of Directors and Committee Chairs of the National Environmental Laboratory Accreditation Conference convened at the Sheraton Hotel in Saratoga Falls, NY, at 8:30 a.m. on June 28, 1999. The meeting was led by the Board chair, Dr. Ken Jackson. The incomplete action items from past meetings are shown in Attachment A and the list of participants are shown in Attachment B.

Approval of Minutes

The minutes of the June 17, 1999 meeting were approved. The action items will be reviewed at the next Board meeting.

Status of Accrediting Authorities

Ms. Jeanne Mourrain gave a review of the status of the accrediting authorities. She stated that 11 state programs (NH, NY, NJ, PA, FL, KS, LA, UT, CA, IL and CO) would be recognized at the Annual Meeting and that two (both from Oregon) would be recognized in the near future.

Overview

Ms. Betsy Dutrow gave an overview of the agenda for the Annual Meeting. Dr. Jackson introduced Ms. Gail Amento from the State of NY who will be in charge of the on-site staff. The NY staff will be working with the RTI staff to support the conference.

RTI Support

Dr. Gene Tatsch, RTI, briefly described their role at the meeting. He reminded the chairs of the sign-up and evaluation sheets, the roles of the facilitators and scribes and the deadlines for getting changes to the standards and overheads made.

Policy on Implementation

Ms. Carol Batterton presented the draft document on the Policy on Initial NELAC Accreditation Inspection for Laboratories. After discussion and a few minor changes, the Board voted to adopt the policy.

Nominees

Ms. Batterton announced that the proposed Chair-elect for the Board is Dr. Charles Brokopp, Utah Department of Health, and the two proposed members of the Board are Dr. Paul Kimsey,

California Department of Health Services and Ms. Anne Rhyne, Texas Natural Resources Conservation Commission.

Checklists

Mr. Davis, who is standing in for Mr. Steve Barker, Chair of the On-site Assessment Committee, reported that copies of the checklists have been provided for the attendees of NELAC V for review and comment in their session. He stated that these checklists will be part of the Assessor Training Manual.

New Business

Ms. Marge Prevost, Chair of the Accreditation Process Committee, stated that the issue of mobile laboratories would be discussed in their session. Ms. Anne Rhyne stated that comments on air issues would be taken during the PT Committee session.

Canadian Accrediting Authority

Ms. Betsy Dutrow reported that she had spoken with Mr. Rick Wilson of the Canadian Association for Environmental Analytical Laboratories (CAEAL) and that he indicated that there was interest in discussions and dialog for mutual recognition between CAEAL and NELAC.

Incomplete Action Items from Past Teleconferences

Date of Teleconference	Action	Status
01/11/99	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the website. They are to submit these to Dr. Irene Ronning.	
01/07/99	Ms. Mourrain, Ms. Dutrow and Mr. Slayton will develop a policy on handling of comments and, also, will develop a standardized letter.	
02/04/99	Ms. Mourrain, Ms. Batterton, Ms. Sample and Dr. Hartwig will work on developing a training program for the Committee Chairs.	
02/25/99	Dr. Gary King will be asked to work on the issue paper for the Indian Tribes with Ms. Regelski.	
05/27/99	Dr. Jackson will prepare another letter to the Assistant Administrator for Water regarding their PT program and Ms. Mourrain will contact Steve Clark to let him know that a follow-up letter will be forthcoming.	
05/27/99	Dr. Jackson will send the Board members a list of states that are not participating in NELAC committees so that the Board members can solicit participation.	
06/17/99	Dr. Irene Ronning is to present a proposal for selecting liaisons to the Membership and Outreach Committee from each of the other committees. She is to prepare this for the next Board of Directors meeting.	

List of Participants
Board of Directors/Committee Chairs Teleconference
June 28, 1999

Name	Affiliation	Telephone Numbers
Dr. Ken Jackson Chair	NY Dept. of Health	Tel: 518-485-5570 Fax: 518-485-5568 E-mail: jackson@wadsworth.org
Dr. Jim Pearson Chair-elect (Absent)	Virginia Div. of Consolidate Laboratory Services	Tel: 804-786-7905 Fax: 804-371-7973 E-mail: jpearson@dgs.state.va.us
Ms. Carol Batterton Past-Chair	TNRCC	Tel: 512-239-6300 Fax: 512-239-6390 E-mail: cbattert@tnrcc.state.tx.us
Dr. Charles Brokopp (Absent)	UT Department of Health	Tel: 801-584-8406 Fax: 801-584-8486 E-mail: cbrokopp@doh.state.ut.us
Dr. Ron Cada (Absent)	CO Dept. of Health	Tel: 303-692-3096 Fax: 303-344-9989 E-mail: ron.cada@state.co.us
Ms. Betsy Dutrow Executive Secretary	USEPA, ORD	Tel: 202-564-9061 Fax: 202-565-2441 E-mail: dutrow.elizabeth@epamail.epa.gov
Ms. Barbara Finazzo	USEPA, Region II	Tel: 732-321-6754 Fax: 732-321-4381 E-mail: finazzo.barbara@epamail.epa.gov
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Mr. Joe Slayton Quality Systems	U.S. EPA, Region 3	Tel: 410-573-2563 Fax: 410-573-2702 E-mail: slayton.joe@epamail.epa.gov
Ms. Marge Prevost Accreditation Process	NY State Department of Health	Tel: 518-485-5570 Fax: 518-485-5568 E-mail: mmp03@health.state.ny.us
Ms. Barbara Burmeister and Ms. Anne Rhyne Proficiency Testing	TNRCC	Tel: 512-239-1291 Fax: 512-239-2550 E-mail: arhyne@tnrcc.state.tx.us
Dr. Irene Ronning Membership & Outreach	OR Health Division/Public Health Laboratories	Tel: 503-229-5505 Fax: 503-229-5682 E-mail: irene.e.ronning@state.or.us
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Dr. Bart Simmons Field Measurements Ad Hoc	CA EPA	Tel: 510-540-2408 Fax: 510-540-2305 E-mail: bsimmons@ix.netcom.com
Ms. Marion Thompson Conference Management (Absent)	USEPA, OW	Tel: 202-260-7117 Fax: 202-260-7185 E-mail: tompson.marion@epamail.epa.gov
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